

DRAFT.....

~~SECRET~~

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25X1A

Information about NPIC Required to Prepare

Architectural Program:

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1. Organization (each NPIC)

Organization Chart

People & positions - titles & numbers

Formal structure &relativity of division/departments

2. Interorganization Relationships

NPIC- interaction & relativity

NPIC interface with other Agency, non-Agency units

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3. Process - Systems Study

System Analysis Charts: NPIC

Data product flow charts: Task identification

Admin & filing flow charts: Task identification

Subsystems & departmental interactions that cut across

formal structure. Team and clustering by task.

Regularly scheduled meetings, conferences, exterior

forces acting on process/system.

4. Space Requirements by *Brandor Staff* Department and Subdivision

Personnel - number, position/title, task performed

Special environment - size, light, acoustics, HVAC, special

requirements, closed or open, privacy, special finishes

Inventory - furniture & equipment, amount of table top,

shelving

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~~GROUP 1~~
~~Excluded from automatic~~
~~downgrading and~~
~~declassification~~

Utilities - electric, plumbing, HVAC, other special

Security - type of inclosure, controlled entry,

detection alarms, surveillance

Trash - storage, type

Hazards - ⁱⁿ amount processes and materials

Relativity to other units ■ need for proximity to other spaces

■ *personnel movement, rate of contact occurrence*

■ communication flow, media, *quantity*

■ materials flow, media

■ conference space, *rate of use*

■ required support efforts not listed

above

Structural restraints ■ expected floor loading

■ desired open spaces

■ height requirements

■ vibration tolerances

5. Expansion

■ expected growth

■ direction for growth

■ which subsystems are closed,

which open ended

■ which activities may be phased out,

which may evolve into new

6. Vertical & Horizontal ■ people-stairs, elevators

Transportation ■ things-elevators, conveyors, etc. *elec. carriers.*

capacity required.

- 7. Residential Pattern - survey to check demand for parking.
- & Parking Reqmts ✓ will residence change with move?